

# Department of Health Employment Opportunity



Rev. 8/12/11

Human Resources Office – Recruitment & Examination ♦ 1250 Punchbowl Street, Room 122 ♦ Honolulu, Hawaii 96813

OPENING DATE: August 12, 2011

LAST DAY TO FILE APPLICATIONS: Continuous Until Needs Are Met

## ALCOHOL & DRUG ABUSE ADMINISTRATOR

Temporary, Full-Time

Ewa, Oahu

\$6,262 per month (EM-07)

Recruitment No. 11X001

- ◆ **JOB DUTIES:** Serves as Division Chief. Provides overall direction and guidance in the provision of various programs and services, and in planning, organizing, directing and coordinating statewide operations of prevention, intervention and treatment services.

### QUALIFICATION SUMMARY

#### You Must Have:

1. A bachelor's degree;
2. 1-1/2 yrs. of analytical work in gathering, evaluating and analyzing information to resolve problems and recommend appropriate action;
3. 3 yrs. of work experience in the planning, coordination, development, monitoring and/or evaluation of programs related to the prevention, intervention and treatment of alcohol and drug abuse;
4. 1 yr. of supervisory experience;
5. 1 yr. of managerial experience; and
6. Administrative aptitude.

Allowable substitutions for these requirements are described in the **Minimum Qualification Requirements**.

- ◆ **MINIMUM QUALIFICATION REQUIREMENTS:** To qualify, you must meet **all** of the following requirements. Please note that unless specifically indicated, the required education and experience may not be gained concurrently. In addition, qualifying work experience is credited based on a 40-hour workweek.

1. **Basic Education Requirement:** Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience as described under General or Specialized Experience, below, or any other progressively responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities. The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.
2. **General Experience Requirement:** One and one-half (1-1/2) years of progressively responsible professional or other responsible analytical work which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem-solving methods and techniques, identify alternatives, use judgment in determining appropriate alternatives, and prepare clear and concise written reports and recommendations for action.
3. **Specialized Experience Requirement:** Three (3) years of progressively responsible professional work experience in the planning, coordination, development, monitoring and/or evaluation of programs related to the prevention, intervention and treatment

(continued on back)

An Equal Opportunity Employer

of alcohol and drug abuse. Such experience must have involved making analyses, evaluations or other substantive determinations with regard to current or projected operating programs and provided the applicant with knowledge of State and federal laws concerning alcohol and drug abuse and basic concepts, practices and developments in alcohol and drug abuse programs. At least one (1) year of this experience must have been comparable to the Program Specialist IV (Substance Abuse) class in the State service.

4. **Supervisory Experience:** One (1) year of professional work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance, and disciplining when necessary.
5. **Managerial Experience:** One (1) year of managerial experience which involved responsibility for identifying program goals and objectives; planning, organizing and coordinating program activities to attain program objectives within time, resource and budgetary limitations; developing procedures; and actively participating in policy determination, budget formulation and execution.
6. **Administrative Aptitude:** Applicants must possess Administrative Aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; providing staff advice and assistance in such matters); interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the areas of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.
7. **Substitutions Allowed:**
  - a. Possession of a master's degree from an accredited college or university may be substituted for one (1) year of the General Experience.
  - b. Possession of a master's degree in sociology, social work, psychology, public health or other related field, from an accredited college or university, which provided the applicant with the knowledge mentioned above, may be substituted for a maximum of one (1) year of work experience in meeting the General and/or Specialized Experience requirements.
  - c. Possession of a Ph.D. degree from an accredited college or university may be substituted for all of the required General Experience.
  - d. Possession of a Ph.D. degree in sociology, social work, psychology, public health or other related field, from an accredited college or university, which provided the applicant with the knowledge mentioned above, may be substituted for a maximum of two (2) years of work experience in meeting the General and/or Specialized Experience requirements.
  - e. Excess Specialized Experience may be substituted for the General Experience on a month-for-month basis.

**HOW TO FILE:** Submit applications and all required documentation in person or by postal mail to:

Department of Health  
Human Resources Office – Recruitment & Examination  
1250 Punchbowl Street, Room 122  
Honolulu, Hawaii 96813

File applications immediately. Mailed applications and supplemental materials must be postmarked by midnight of the last day to file applications. For continuous recruitments, the last day to file applications will be posted in our office.

**REQUIRED FORMS AND DOCUMENTATION:** You must submit the following forms and documentation **together with your application** or your application may be rejected:

1. Evidence of the appropriate training (official transcript or diploma to verify coursework or major) to be given credit for education.
2. A legible photocopy will be accepted; however, the Department of Health reserves the right to request an official copy of your transcript.
3. Copy of any license or registration required to qualify you for the position.

**QUALITY OF EXPERIENCE:** Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate your average number of hours worked per week.

We will not withhold the referral of names of eligibles for employment consideration because of your failure to provide accurate and complete information concerning your qualifications.

**MERIT CIVIL SERVICE SYSTEM:** You must meet the minimum qualification requirements of the position being sought, including all education, experience, and other public employment requirements for State Civil Service employment.

The names of applicants will be referred based on their examination grade and availability for employment. The employing agency may select **any one** of the eligibles referred. The names of those not selected will be kept on an eligible list for no less than the period indicated on the eligible's notice of examination results.

**CITIZENSHIP REQUIREMENT:** You must be a citizen, permanent resident alien, or national of the United States; however, if you are a non-citizen with unrestricted employment authorization from the U.S. Immigration & Naturalization Service, you may also apply.

**RESIDENCE REQUIREMENT:** Effective July 1, 2007, persons who are non-residents of the State of Hawaii will have thirty (30) days from the date they begin their State employment to become Hawaii residents. While an employee of the State of Hawaii, they must maintain their Hawaii residency.

**VETERANS' PREFERENCE:** If you are claiming 5 Veterans' Preference Points, submit a copy of the DD214 (Member 4) verifying dates of honorable service. If you are claiming 10 Points, submit a copy of an official statement/letter from the Department of Veterans Affairs or armed services dated within the past 12 months which confirms your qualification to receive 10 points preference.

**PHYSICAL/MEDICAL REQUIREMENTS:** Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodations should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION REQUIREMENT:** Offers of employment are conditional upon the results of a complete physical examination. For certain job categories, applicants may be referred to a State-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations shall be borne by the applicant and not the State of Hawaii.

**CRIMINAL HISTORY RECORD CHECK:** Individuals who are recommended for hire are required to undergo a criminal history record clearance and other checks, as applicable.

**EXAMINATION:** The examination for this recruitment will be conducted on an unassembled basis where the examination score is based on an evaluation and rating of your education and experience. It is therefore important that your employment application provide a clear and detailed description of the duties and responsibilities of each position you held. If you are required to report for a written, oral and/or performance test, you will be notified at a later date of the time and place of the examination.

If you must take an examination but require special accommodation, please call the Recruitment and Examination office at 586-4514 as soon as possible. We will design a fair and effective way in which you can demonstrate your ability to perform the essential functions of this job. You should be prepared to provide medical proof of your need for accommodation by a professional who is qualified to make a diagnosis.

**NOTIFICATION:** You will be notified, in writing, of your employment eligibility.

**ADMINISTRATIVE REVIEW AND APPEAL:**

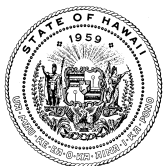
**Administrative Review:** If you do not agree with the action taken on your application, you must first request an administrative review with the Department of Health. Requests must be made, in writing, to the Department of Health at the address listed above, and received or postmarked within 7 working days following the date of our notice. Requests must include 1) the job title(s), recruitment number(s), and the specific reason(s) you are requesting the review, and 2) any additional information you want to submit to substantiate your request. **If you do not submit your request within the seven day limit, no administrative review will be conducted.**

**Appeal:** If you do not agree with the action resulting from the administrative review, you may appeal to the Merit Appeals Board within 20 days following the date of our notice. Further information on filing an appeal is available at <http://hawaii.gov/hrd/main/ecd/mab>.

**An administrative review, or in some cases an internal complaint, must have been completed before an appeal may be requested.** (If an internal complaint is required prior to an appeal, you will be notified following completion of the administrative review.)

A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment.

**EMPLOYMENT INTERVIEW:** Please take a copy of your State application and/or resume to employment interviews. We suggest you make a copy of your application before turning in the original.



# STATE OF HAWAI'I

## APPLICATION FOR CIVIL SERVICE POSITIONS

### DEPARTMENT OF HEALTH

Human Resources Office, Rm. 122, 1250 Punchbowl Street, Honolulu, Hawaii 96813

#### GENERAL INSTRUCTIONS: Please type or print legibly in ink.

The information you provide will be used to determine whether you qualify for the job(s) for which you are applying.

- Your entire application and attachments (if any) must be received only at the Personnel Office above.
- Before applying, read the job requirements described in the **Announcement** carefully to determine if you qualify for the job.
- Any additional required forms described in the **Announcement** can be obtained from this office.
- Answer the questions completely and accurately. Your application may be rejected if it is incomplete or you may be disqualified or dismissed from employment if you provide false information.
- You must notify this office in writing of any changes to your name, address, telephone number or availability information.
- We will not be responsible for any mail or correspondence which does not reach you.
- Your application and supporting documents are confidential and become our property. Please keep copies for your own record.
- The information you submit on this form may be verified.
- The information on pages 1 and 2 will not be released to persons involved in the appointment process.

*The State of Hawai'i is an equal opportunity employer and complies with applicable state and federal laws relating to employment practices.*

#### 1. CITIZENSHIP STATUS. The requirement for citizenship must be met at the time of application. Place a checkmark in the appropriate block:

- A. ☐ Citizen of the U.S.  
B. ☐ National of the U.S. (includes persons born in American Samoa, including Swain's Island.)  
C. ☐ Permanent Resident Alien of the U.S.  
D. ☐ Other – Non-citizen authorized under federal law to work in the U.S.

*If you selected "Other-Non-Citizen" in Question #1D, do you have an Employment Authorization Document (EAD) or other documentation allowing you to work in the U.S. without restrictions and/or employer sponsorship?*

☐ Yes ☐ No

Please explain your "Yes" or "No" answer. \_\_\_\_\_

#### 2. UNITED STATES MILITARY SERVICE.

**Veterans Preference I claim** (see description below)

☐ 5 points ☐ 10 points

Serial or Service No.: \_\_\_\_\_

Date Entered Service: \_\_\_\_\_

Date Separated From Service: \_\_\_\_\_

Type of Last Separation:

☐ Honorable ☐ Other than honorable

**5 points** veterans preference may be awarded to honorably separated veterans who served on active duty in the U.S. Armed Forces:

- A. During the period December 7, 1941 to July 1, 1955;  
B. For more than 180 consecutive days from Jan. 31, 1955 through Oct. 14, 1976 (Not including initial active duty for training under Reserve or National Guard programs);  
C. In a campaign or expedition for which a campaign badge or service medal was authorized.

**10 points** veterans preference may be awarded to:

- A. Honorably separated veterans with service-connected disability; including those awarded the Purple Heart;  
B. The spouse of an honorably separated veteran with a service-connected disability which disqualifies the veteran from State positions in his/her usual occupation;  
C. An unmarried, surviving spouse of a person who died while on active duty, or of an honorably separated veteran who served during the periods cited above.

*To receive 5 points, you must submit a copy of your DD-214 showing dates of honorable service with this application. To receive 10 points, you must submit an official statement from the Veterans Administration or armed service dated within the past 12 months which confirms your qualification to receive 10 points preference. Spouses or widows must also submit evidence of marriage, and, as applicable, veteran's death.*

3. \_\_\_\_\_  
**JOB TITLE APPLYING FOR**

4. \_\_\_\_\_  
**RECRUITMENT NUMBER**

5. **NAME:** \_\_\_\_\_  
Last First Middle

6. **OTHER NAMES USED OR FORMER LAST NAME:** \_\_\_\_\_

7. **MAILING ADDRESS:** \_\_\_\_\_  
P.O. Box or Number and Street

City State Zip Code

8. **PHONE NUMBER:** \_\_\_\_\_  
Home Other

#### 9. CERTIFICATE OF APPLICANT

I hereby certify that all statements in this application are true and correct to the best of my knowledge, and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment in the service of the State of Hawai'i. I have read the terms or conditions stated on this application and understand that there may be additional employment-related tests as required.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Original Signature of Applicant

# STATE OF HAWAII APPLICATION FOR CIVIL SERVICE POSITIONS

*The information on pages 1 and 2 will not be released to persons involved in the appointment process.*

Information requested in items 10 through 17 is needed to make determinations on your suitability for employment. Convictions, dismissals from employment or dishonorable separations from military service do not automatically disqualify you from employment. The circumstances of each individual case will be evaluated against the requirements of the position for which you have applied, to determine suitability for employment.

## 10. DISMISSALS FROM EMPLOYMENT AND/OR DISHONORABLE SEPARATIONS FROM MILITARY SERVICE

Within the past five years, were you:

A) Fired, terminated for cause, dismissed, discharged or asked to resign from employment? ☐ YES ☐ NO

B) Separated from military service under conditions other than honorable? ☐ YES ☐ NO

(If you answer "Yes" to question 10A or 10B, please indicate in item #11 below, the date and reasons for your dismissal from employment or separation from military service. For dismissals from employment, provide also the name and address of the employer.)

11. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 12. CONVICTION OF A VIOLATION OF LAW

A) Have you been convicted of a violation of law? ☐ YES ☐ NO

*Report state, federal, military, international and other convictions. Convictions of felony and misdemeanor offenses (including petty misdemeanor, DUI, contempt of court, etc.) must be reported.*

NOTE: In answering this question, you need NOT report the following:

- (1) Arrests not followed by convictions;
- (2) Convictions which were annulled or expunged;
- (3) Offenses for which you were tried as a minor or juvenile;
- (4) Convictions of offenses punishable by fine only. (You must report any conviction that **could have** resulted in a jail sentence even if your sentence was only a fine. If you are in doubt, please answer "YES" and explain in item #13 below.)
- (5) Convictions of a misdemeanor in which the period of 20 years has elapsed since the date the sentence was fulfilled and during which elapsed time there has not been any subsequent arrest or conviction.

B) Within the past three years, have you been convicted of any offense related to controlled substances? ☐ YES ☐ NO

C) Have you ever been convicted of any act, attempt, or conspiracy to overthrow the State or federal government by force or violence? ☐ YES ☐ NO

(If you answer "Yes" to question 12A, 12B, or 12C, indicate in item #13 below, the dates, nature and circumstances of the conviction; the sentence imposed and its current status; and any other relevant information you wish to provide.)

13. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 14. SUSPENSION OR REVOCATION OF LICENSE

Was your license or certification to practice in a regulated profession (for example, physician, engineer, nurse, plumber, etc.) ever suspended or revoked? ☐ YES ☐ NO

(If you answer "Yes," please indicate in item #15 below, the type of license; the date; the state; the specific board or organization that suspended or revoked your license; the circumstances of the suspension or revocation; and any other relevant information you wish to provide.)

15. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 16. SETTLEMENTS OR AGREEMENTS

Have you accepted a settlement, a cash buyout such as through the State's Separation Incentive Program, or, are you subject to any restriction limiting or precluding you from seeking or securing employment with the State of Hawaii? ☐ YES ☐ NO

(If you answer "Yes," to question 16, please explain in detail in item #17 below the reason and date of your settlement or restriction from applying with the State of Hawaii.)

17. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**State of Hawai'i Department of Health  
Application For Civil Service Positions  
EDUCATION AND EMPLOYMENT HISTORY**

1. RECRUITMENT NUMBER: \_\_\_\_\_

2. JOB TITLE: \_\_\_\_\_

The information you provide will be used to determine whether you meet public employment requirements and the minimum qualification requirements in the Class Specifications. As required by federal and/or state laws, we do not discriminate on the basis of age, sex (including gender identity or expression), religion, race, color, ancestry, national origin, disability, marital status, veteran's status, sexual orientation, arrest and court record, citizenship, genetic information or any other protected characteristic. The State of Hawaii is an equal opportunity employer and complies with applicable state and federal laws relating to employment practices.

3. NAME: \_\_\_\_\_  
Last First Middle

4. OTHER NAMES USED OR FORMER  
LAST NAME: \_\_\_\_\_

5. MAILING ADDRESS: \_\_\_\_\_  
P.O. Box or Street Address

City State Zip Code

6. PHONE NO.: \_\_\_\_\_  
Home Other

**7. EDUCATION HISTORY:** When verification is required, the documentation must be submitted at the time of the application. If not, you may not receive credit for the training and/or your application may be considered incomplete and rejected. The information you provide in this section will be used strictly in the evaluation of your qualifications for the position(s) for which you are applying. The information you submit on this form may be verified.

**DO NOT  
WRITE  
IN THIS  
SPACE**

**A. NAME AND LOCATION** (city and state) of last grade school attended: (elementary, intermediate or high school)  
(School name/type) (City/State/Country)

Did you graduate? Yes: \_\_\_ No: \_\_\_ If no, what grade level did you complete? \_\_\_\_\_

Did you receive a GED? Yes: \_\_\_ No: \_\_\_

**B. TRAINING:** In-service training, business, trade, armed forces, college or university, graduate of professional schools.

NAME & ADDRESS	Course or Major Field of Study	Number of Credits or Hours Completed		Kind of Degree, Diploma or Certificate Received
		Semester	Quarter	

**8. LICENSES, CERTIFICATES, OTHER QUALIFICATIONS**

**A. DRIVER'S LICENSE:** DO YOU POSSESS A VALID DRIVER'S LICENSE? Yes: \_\_\_ No: \_\_\_

DRIVER'S LICENSE # \_\_\_\_\_ State: \_\_\_\_\_ Class/Type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

*If the job requires a valid driver's license, please submit a clear photocopy of both sides of your driver's license with application.*

**B. OTHER LICENSES OR CERTIFICATES:** Please indicate the kind, registration number, and the State or other licensing authority. *If proof of evidence is required, please submit a photocopy or present for verification.*

**C. KNOWLEDGE OF LANGUAGE OTHER THAN ENGLISH:** List the language and check the appropriate block(s). Some positions require the ability to speak, read, and/or write in a language other than English.

LANGUAGE	SPEAK	READ	WRITE

**D. SPECIAL QUALIFICATIONS:** Include membership in professional or scientific societies, honors, awards, fellowships, publications (list but do not submit unless requested), etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# State of Hawai'i Department of Health

## Application For Civil Service Positions

### EDUCATION AND EMPLOYMENT HISTORY

**9. EXPERIENCE:** Please type or print legibly in ink. Begin with your present or last employment/training and work backwards. Describe all employment/training, including military service and volunteer work. Use separate blocks if your duties and responsibilities changed while working for the same employer. To receive full credit for your experience, describe in detail the tasks you were assigned. If you supervised others, explain your duties as a supervisor and indicate the number and job duties of employees you supervised. If more space is needed provide the information on a blank sheet titled "Experience" and attach it to this form. Information you submit on this form may be verified.

**Please complete this section even if you are attaching a resume or other documents.**

<b>Your Present or Last Position</b>	Employer _____ Address _____ _____ Name and Title of Your Supervisor _____ Your Title _____ Duties and Responsibilities _____ _____ _____ _____ _____	From: _____ <div style="text-align: center;">Month                      Year</div> To: _____ <div style="text-align: center;">Month                      Year</div> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer Average hours worked per week _____ Starting Salary    \$ _____ Per _____ Ending Salary    \$ _____ Per _____ Reason(s) for leaving _____ _____ _____ _____
	Employer _____ Address _____ _____ Name and Title of Your Supervisor _____ Your Title _____ Duties and Responsibilities _____ _____ _____ _____ _____	From: _____ <div style="text-align: center;">Month                      Year</div> To: _____ <div style="text-align: center;">Month                      Year</div> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer Average hours worked per week _____ Starting Salary    \$ _____ Per _____ Ending Salary    \$ _____ Per _____ Reason(s) for leaving _____ _____ _____ _____
	Employer _____ Address _____ _____ Name and Title of Your Supervisor _____ Your Title _____ Duties and Responsibilities _____ _____ _____ _____ _____	From: _____ <div style="text-align: center;">Month                      Year</div> To: _____ <div style="text-align: center;">Month                      Year</div> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer Average hours worked per week _____ Starting Salary    \$ _____ Per _____ Ending Salary    \$ _____ Per _____ Reason(s) for leaving _____ _____ _____ _____
	Employer _____ Address _____ _____ Name and Title of Your Supervisor _____ Your Title _____ Duties and Responsibilities _____ _____ _____ _____ _____	From: _____ <div style="text-align: center;">Month                      Year</div> To: _____ <div style="text-align: center;">Month                      Year</div> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer Average hours worked per week _____ Starting Salary    \$ _____ Per _____ Ending Salary    \$ _____ Per _____ Reason(s) for leaving _____ _____ _____ _____

# EMPLOYMENT AVAILABILITY INFORMATION

State of Hawaii, Department of Health, Human Resources Office – Recruitment & Examination  
1250 Punchbowl Street, Room 122, Honolulu, Hawaii 96813

**CONFIDENTIAL**

390 (DOH Ext), rev. 7/10

1. Name: \_\_\_\_\_  
Last First M.I.

2. Social Security Number: XXX-XX-\_\_ \_\_ \_\_

		DOH Use Only				
3. Recruitment No.	Job Title	Acc	Rej	Code(s)	VP	Date

4. I will consider jobs in the locations checked below:

## OAHU

- ☐ **Ewa** (Includes Makakilo, Kapolei, Barber's Point, Ewa Beach)  
☐ **Waipahu to Aiea** (Includes Waikele, Waipio, Pearl City)  
☐ **Halawa to Kalihi** (Includes Aliamanu, Airport, Salt Lake, Moanalua, Mapunapuna, Kapalama, Palama, Sand Island, Iwilei)  
☐ **Downtown** (Includes Nuuanu, Pauoa, Makiki-Kapiolani, Ala Moana)  
☐ **Manoa to Kahala** (Includes Moiliili, McCully, Waikiki, Kapahulu, Kaimuki, Palolo, Waialae to Wailupe)  
☐ **Aina Haina to Hawaii Kai**  
☐ **Waimanalo to Kailua**  
☐ **Kaneohe to Kualoa** (Includes Kahaluu, Waiahole, Waikane)  
☐ **Kaaawa to Kahuku** (Includes Punaluu, Hauula, Laie, Kahuku)  
☐ **North Shore** (Includes Sunset Beach, Waimea, Haleiwa, Waialua, Mokuleia)  
☐ **Wahiawa/ Kunia/ Mililani**  
☐ **Waianae Coast** (Includes Maili, Nanakuli, Waianae, Makaha)

## HAWAII

- ☐ **Hilo** (Includes Papaikou, Pepekeo, Honomu, Hakalau, Ninole, Papaaloa, Laupahoehoe)  
☐ **Honokaa / Hamakua** (Including Ookala, Paauilo, Paauhau, Haina, Kukuihaele)  
☐ **Kamuela / Kohala / Waikoloa** (Includes Halaula, Papaau, Hawi, Kawaihae)  
☐ **Kona** (Includes Keahole, Kailua-Kona, Holualoa, Keauhou, Kealahakua, Captain Cook, Honaunau)  
☐ **Ka'u** (Includes Ocean View, Naalehu, Pahala)  
☐ **Puna** (Includes Hawaii Volcanoes Nat'l Park, Volcano, Kurtistown, Mountain View, Keaau, Pahoa, Kapoho)

## MAUI

- ☐ **Wailuku/ Kahului** (Includes Puunene, Paukukalo, Waiehu, Waihee)  
☐ **Lahaina**  
☐ **Maalea/ Kihei/ Wailea**  
☐ **Hana**  
☐ **Makawao** (Includes Pukalani, Paia, Haiku, Haliimaile)  
☐ **Kula**

## KAUAI

- ☐ **Lihue** (Includes Hanamaulu)  
☐ **Kapaa** (Includes Wailua, Kealia, Anahola)  
☐ **Hanalei** (Includes Kilauea, Princeville, Haena)  
☐ **Waimea** (Includes Kokee, Kekaha, Kaumakani, Hanapepe, Elelee, Port Allen, Kalaheo)  
☐ **Koloa** (Includes Lawai, Omao)

## LANAI

- ☐ **Lanai City**

## MOLOKAI

- ☐ **Kaunakakai** (Includes Maunaloa, Hoolehua, Kualapuu)  
☐ **Kalaupapa**

5. I will accept a job which is: ☐ Permanent ☐ Full-time ☐ At a lower rate of pay  
☐ Temporary ☐ Part-time

6. I would like to be considered for jobs which require driving: ☐ Yes (attach a copy of your valid driver's license)  
☐ No

7. How did you hear about this recruitment? ☐ Local newspaper ☐ Department of Human Resources Development website  
☐ Department of Health website ☐ Word of mouth  
☐ Other (specify) \_\_\_\_\_

Note: If you wish to change your availability at a later date, you may do so by completing and submitting a new form to the above address.



**DEPARTMENT OF HEALTH  
APPLICANT DATA SURVEY**

DOH ADS (Rev. 11/16/11)

In order to meet the requirements as set forth in Federal guidelines, we request your cooperation and assistance in completing the following questions. Participation in the survey is confidential and voluntary. The data will be used for reporting and personnel research purposes only. It will not be released to any hiring program for the purpose of selecting job applicants.

- |    |   |                    |            |
|----|---|--------------------|------------|
| 1. | <u>Applicant Name:</u>  | Last Name          | First Name |
| 2. | <u>Recruitment Information:</u>   | Recruitment Number | Job Title  |
| 3. | <u>Age</u><br><input type="checkbox"/> Under 20<br><input type="checkbox"/> 20 - 24<br><input type="checkbox"/> 25 - 29<br><input type="checkbox"/> 30 - 39<br><input type="checkbox"/> 40 - 49<br><input type="checkbox"/> 50 and over   |                    |            |
| 4. | <u>Gender</u><br><input type="checkbox"/> Male <input type="checkbox"/> Female  |                    |            |
| 5. | <u>Ethnic Background Categories</u><br>Review all categories listed below, and choose the one which you believe best represents your ethnic background.<br><br><input type="checkbox"/> Black<br><input type="checkbox"/> Chinese<br><input type="checkbox"/> Filipino<br><input type="checkbox"/> Hawaiian<br><input type="checkbox"/> Part-Hawaiian<br><input type="checkbox"/> Japanese<br><input type="checkbox"/> Korean<br><input type="checkbox"/> Puerto Rican<br><input type="checkbox"/> Samoan<br><input type="checkbox"/> White - Includes persons of Indo-European descent, including Pakistani and East Indian, and persons of Spanish or Latin descent (excluding Filipino or Puerto Rican)<br><input type="checkbox"/> Mixed (other than Part-Hawaiian)<br><input type="checkbox"/> Others or Unknown |                    |            |

## ALCOHOL AND DRUG ABUSE ADMINISTRATOR (EM-07) - Supplemental Questionnaire

- \* 1. **REQUIRED SUPPLEMENTAL QUESTIONS.** The information provided on this supplemental questionnaire form will be used in combination with your application to determine whether you meet the qualification requirements. Failure to provide detailed and complete information may result in your application being rejected. PLEASE DO NOT SUBMIT A RESUME IN PLACE OF COMPLETING THIS SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL NOT BE ACCEPTED. In general, proof of education obtained from and/or submitted through the internet will not be accepted. Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript. Any information you submit may be verified. Supporting documents must be submitted at the time of the filing of your application.

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification on agency letterhead. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number. To receive credit for temporary assignment, you must submit your **approved** Form 10 (**approved** by your supervisor and the Human Resources Officer) to our office at the filing of your application.

When applying for this position, I understand that I must thoroughly complete the "Education" and "Work Experience" sections on my application and the "Supplemental Questionnaire." This includes a detailed description of each position that I feel qualifies me for this job with the State of Hawaii. I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected. I also understand that I may not submit resumes in lieu of filling out the application or supplement questionnaire; however, I may attach it to the application to provide additional information.

☐ I acknowledge I have read the above statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* 2. **EDUCATION REQUIREMENT**

Have you graduated from an accredited university or 4-year college, or meet other education related options as stated in the job announcement? If yes, you must submit transcripts or provide other specific relevant information, identified by job title and IVA number, as verification at the filing of your application.

- ☐ Yes  
☐ No

\* 3. **GENERAL EXPERIENCE REQUIREMENT**

Do you have at least 1 and 1/2 years of professional experience as described in the job announcement? If yes, please identify each experience you would like us to consider and provide the following information. **All employers listed below should also be listed on your application. Any information you submit may be verified. Treat each change in employer or position separately. The information for each employer should include:**

- A.** Name of employer, dates of employment, hours worked per week and your job title.  
**B.** Description of this employer. Was this a government entity, private firm, private consulting firm, etc.? What specific kinds of services did it provide? To whom (describe clientele)?  
**C.** How many departments or sections did this employer have? Which section did you work in? How many and what other staff did you work with (give number and job titles)?

**ALCOHOL AND DRUG ABUSE ADMINISTRATOR (EM-07)**  
**Supplemental Questionnaire cont'd**

**D.** What was the **primary** function of your position? What were your **major** duties and responsibilities? In your description, avoid the use of vague terms. Be specific in your description of your duties and responsibilities. Provide as detailed description of how your work involved gathering, evaluating, and analyzing facts and other relevant information required to resolve problems. Describe and give examples of the types of issues you identified and analyzed. How did you use data and information gathered to determine and recommend appropriate courses of action? What types of problem-solving methods and techniques did you apply in order to prepare concise written reports of your findings and recommendations?

**E.** What was the name, job title, and general background of your supervisor?

**F.** How did your responsibilities and authority differ from those of your supervisor?

**\* 4. SPECIALIZED EXPERIENCE REQUIREMENT**

Do you have 3 years of progressively responsible professional work experience with at least 1 year of professional work experience comparable to the Program Specialist IV (Substance Abuse) class in State service? If yes, please identify each experience you would like us to consider and provide the following information. **All employers listed below should also be listed on your application. Any information you submit may be verified. Treat each change in employer or position separately. The information for each employer should include:**

**A.** Name of employer, dates of employment, hours worked per week and your job title.

**B.** Description of this employer. Was this a government entity, private firm, private consulting firm, etc.? What specific kinds of services did it provide? To whom (describe clientele)?

**C.** How many departments or sections did this employer have? Which section did you work in? How many and what other staff did you work with (give number and job titles)?

**D.** What was the **primary** function of your position? What were your **major** duties and responsibilities? In your description, avoid the use of vague terms such as "planned and coordinated programs related to preventing drug abuse". Be specific in your description of your duties and responsibilities. Provide detailed description (i.e., percentage of time, etc.) of your experience in the planning, coordination, development, monitoring and/or evaluation of programs related to the prevention, intervention and treatment of alcohol and drug abuse. Be sure to describe your specific role, the steps you took, and what happened as a result. Include relevant examples. Description of your duties that demonstrate your knowledge and abilities. Include in your description of your duties and your knowledge or ability in the following:

**1.** What kinds of studies and analyses of programs or projects did you conduct? Did you actively participate in the planning, coordination, development and/or evaluation of these programs relative to alcohol and drugs? Give examples.

**2.** What kinds of programs did you develop or participate in to help in the prevention of substance abuse? What kinds of treatment and rehabilitation programs did you develop or participate in?

**3.** Did you participate in interviews of agencies' staff, facilities inspections, review of client's files, review of various data from agencies' reports on clients; staff and activities? Did you prepare appropriate reports evaluation these activities?

**E.** Which best describes the level of your position (circle one)?

Trainee or Assistant

Fully Independent Worker

Supervisor or Higher

**F.** What was the name, job title, and general background of your supervisor?

**G.** How did your responsibilities and authority differ from those of your supervisor?

**ALCOHOL AND DRUG ABUSE ADMINISTRATOR (EM-07)**  
**Supplemental Questionnaire cont'd**

**5. SUPERVISORY EXPERIENCE REQUIREMENT**

Do you have at least 1 additional year of formal Supervisory experience as described in the job announcement? If yes, please identify each experience you would like us to consider and provide the following information. **All employers listed below should also be listed on your application. Any information you submit may be verified. Treat each change in employer or position separately. The information for each employer should include:**

- A. Name of employer, dates of employment, hours worked per week and your job title.
- B. Description of this employer. Was this a government entity, private firm, private consulting firm, etc.? What specific kinds of services did it provide? To whom (describe clientele)?
- C. How many departments or sections did this employer have? Which section did you work in? How many and what other staff did you work with (give number and job titles)?
- D. Give the number and job titles of the positions you supervised.
- E. What were your specific supervisory duties? In your description, avoid the use of vague terms such as "supervised," "managed," "reviewed work," etc. and instead be very specific and complete.
- F. When (date) did you officially assume such supervisory duties (give month, year)?
- G. Which term best describes the degree of your supervision over lower level positions (Circle one):
  - Ongoing and continuous (e.g., daily)
  - Only as needed (e.g., only in the absence of the official supervisor)
- H. What was the name, job title, and general background of your supervisor?
- I. How did your responsibilities and authority differ from those of your supervisor?

**\* 6. MANAGERIAL EXPERIENCE REQUIREMENT**

Do you have at least 1 year of work experience as described in the job announcement? If yes, please identify each experience you would like us to consider and provide the following information. **All employers listed below should also be listed on your application. Any information you submit may be verified. Treat each change in employer or position separately. The information for each employer should include:**

- A. Name of employer, dates of employment, hours worked per week and your job title.
- B. Description of this employer. Was this a government entity, private firm, private consulting firm, etc.? What specific kinds of services did it provide? To whom (describe clientele)?
- C. Which department or section did you work in? Who were your peers (number, job titles)?
- D. What was the **primary** function of your position? What were your **major** duties and responsibilities? In your description, avoid the use of vague terms such as "performed research," "managed," etc.
- E. Please describe your experience if any, with this employer in each of the following areas. Be sure to describe your specific role, the steps you took, and what happened as a result. Include relevant examples and the percentage of time to perform the following functions.
  - 1) Identifying program goals and objectives and evaluating their attainment.
  - 2) Identifying resource needs (manpower, materials, equipment, etc.).
  - 3) Planning, organizing and coordinating program activities to attain program objectives within time, resource, and budgetary limitations.
  - 4) Developing procedures.
  - 5) Participating in: a) policy determination and b) budget formulation and execution.
- F. How did your duties and authority differ from those of your supervisor?
- G. Did this employer have a separate corporate or managerial office(r) to who policy and budgetary decisions were referred? If so, what was the relationship of your position to this entity?

**\* 7. ADMINISTRATIVE APTITUDE:** Do you possess administrative aptitude as stated in the job announcement? If no, so indicate. If yes, please identify each experience you would like us to consider and provide the following information. **All employers listed below should also be listed on your application. Any information you submit may be verified. Treat each change in employer or position separately. The information for each employer should include:**

- A. Name of employer, dates of employment, hours worked per week and your job title.

**ALCOHOL AND DRUG ABUSE ADMINISTRATOR (EM-07)**  
**Supplemental Questionnaire cont'd**

**B.** Description of this employer. Was this a government entity, private firm, private consulting firm, etc.? What specific kinds of services did it provide? To whom (describe clientele)?

**C.** How many departments or sections did this employer have? Which section did you work in? How many and what other staff did you work with (give number and job titles)?

**D.** What was the primary function of your position? What were your major duties and responsibilities? In your description, avoid the use of vague terms such as "owner," "managed," "directed," etc.

**E.** Please describe your experience, if any, in each program area below. If none, so indicate. Be specific in your description and include the types of program(s) you were responsible for. Give representative examples.

1) Planning

2) Budgeting

3) Organization and staffing

4) Policy formulation and implementation

5) Direction

6) Evaluation

**F.** When (date) did you officially assume such duties (give month, year)? Over which positions (give number and job titles)?

**G.** What was the name, job title, and general background of your supervisor (e.g., owner, Board of Directors, etc.)?

**H.** How did your responsibilities and authority differ from those of your supervisor?

\* 8a. **SUBSTITUTION OF EDUCATION FOR GENERAL EXPERIENCE**

Do you possess a Master's or Doctorate degree from an accredited college or university?

If you wish to receive credit for your academic training, you **MUST SUBMIT** a copy of your **OFFICIAL GRADUATE TRANSCRIPTS**, identified by the job title and IVA number, as verification at the filing of your application.

\* 8b. **SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE**

Do you possess a Master's or Doctorate degree in sociology, social work, psychology, public health or other related area from an accredited college or university?

If you wish to receive credit for your academic training, you **MUST SUBMIT** a copy of your **OFFICIAL GRADUATE TRANSCRIPTS**, identified by the job title and IVA number, as verification at the filing of your application.

**9. ADDITIONAL INFORMATION**

If you have any other information related to this position that you would like us to consider, please provide the information at the filing of your application identified by job title and IVA Number at the filing of your application.

- \* 10. In order to complete your application, supporting documents such as transcripts, driver's license, or professional licensure as described in the job posting must be submitted at the filing of your application.

\* Required Question

Mail or drop off Application, Supplemental Questionnaire and Additional Information to:

Department of Health  
Human Resources Office  
Recruitment & Examinations  
1250 Punchbowl Street, Room 122  
Honolulu, Hawaii 96813